

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Application Deadline:
April 1, 2010

Location: **MCI Norfolk, Norfolk,
MA**

Internship Track: **Inmate
Grievance Resolution**

Hours/Schedule: **Flexible**

Duration: **Flexible**

Position Description: **Intern will work with the Institution Grievance Coordinator to assist with record keeping, research and updating materials.**

Responsibilities/Major Duties: **Observe grievance interviews, assist IGC in researching policy/ procedure; assist with filing; assist with inmate mailings.**

Preferred Qualifications: **Completed at least two years of college. Should be organized, motivated, mature, and able to handle confidential information. Computer skills not required.**

How to apply:**Mail Internship Application to:**

Alexandra McInnis, Director of Personnel
Division of Human Resources
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-5217

For additional information or questions, please contact:

Jim O'gara at (508)850-7874 or email at JMOgara@doc.state.ma.us

James Callahan at (508) 850-7783 or email at JPCallahan@doc.state.ma.us

Agency Web Address: <http://www.mass.gov/doc/>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**